

STAT

DRAFT:  jmf/1 May 1973

MEMORANDUM FOR: DD/M&S Offices

SUBJECT : Weekend Duty Officer

1. It seems likely there will be no more regular weekend O/DCI Duty Officer.

2. Accordingly, DD/M&S is reexamining the need for an M&S Directorate Duty Officer, since the DD/M&S is nearly always in his office on Saturday. Possibly there will be none, or duty might be rotated on an at-home on-call basis. The list may be limited to the DD, ADD, and the Executive Officer.

3. DD/M&S is now asking each office to <sup>Director - ALSO</sup> ~~also~~ reexamine <sup>HIS</sup> their current Saturday/Weekend Duty coverage as set forth in the attached DD/S Administrative Instruction of 18 January 1972. If you find that changes in current practice are desirable, would you please notify Mr.  or send him a note through O/DD/M&S.

STAT

signature

cc: OC  
OF  
OJCS  
OL  
OMS  
OP  
OPPB  
OS  
OTR

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